The City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at City Hall, 30 Church St., Room 121B, or reach them at 585-428-6526.

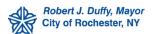
Julio Vázquez Sr Commissioner of

**Community Development** 

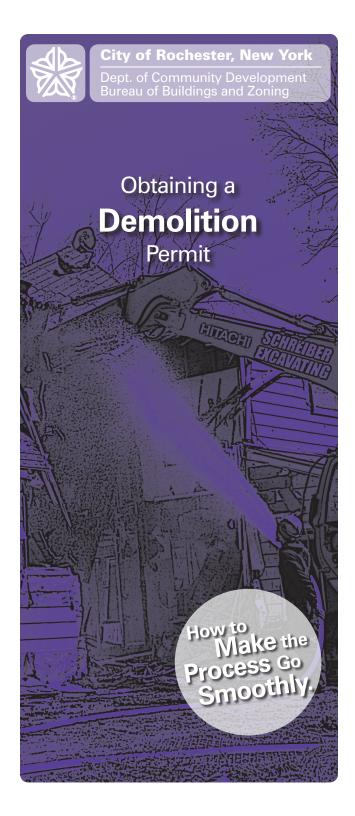
City of Rochester

Department of Community Development Bureau of Buildings and Zoning City Hall, Room 121B 30 Church Street Rochester, New York 14614









## **Apply for a Permit:**

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including size, current use and proposed use of vacant land.
- · Owner's signature is required.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.



# Follow Through with Application Requirements:

- Ensure final inspection after completion.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.



### **Supply Additional Submissions:**

- Provide photographs.
- Provide a debris disposal plan.
- Provide a performance bond, cashier's check, or letter of credit equal to 100% of the contract price or 100% of the demolition cost.
- Provide liability insurance.
- Provide site plan and asbestos survey.
- Provide rodent control certificate.
- Provide redevelopment plans (if applicable.)



### Pay the Required Fees:

• Accessory building \$50.00

 Wood frame structure (1-3 stories)

\$150.00

All other structures–
5,000 sq. ft. or less

\$300.00

• Plus \$135.00 for each additional 5,000 sq. ft.

### **Helpful Information:**

- All debris accumulated during the demolition shall be contained on the site. All debris shall be disposed of legally via dumpster or curbside removal. A letter from the Department of Environmental Services Operations Division will be required for curbside removal.
- A permit from the Department of Environmental Services Permit Office is required for water abandonment, dust control and street barricades (if applicable.)

- State Evironmental Quality Review (SEQR) is required for all demolitions other than accessory structures. Applications are available in the City of Rochester Permit office.
- Lots to remain vacant must be graded, seeded and posted to prevent access.
  Curb replacements may also be required.
- If future development is proposed, the permit may be held for further review.
- Demolition of a designated building of historic value is not permitted. If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call 428-7043 for more information.
- The City's TTY number is 428-7600.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

# Department of Community Development Bureau of Buildings and Zoning

City of Rochester Permit Office City Hall, 30 Church St., Room 121B Rochester, New York 14614

9:00 am - 4:45 pm

**Questions? Call 3II** 

www.cityofrochester.gov